

Hoffman Center for the Arts  
CLAY STUDIO  
**Full Pass Agreement**

Welcome to the Hoffman Clay Studio. We are a community based ceramic studio whose mission is to encourage practice of the art of ceramics.

Experienced potters over 18 years of age and in good standing with the Hoffman are eligible to apply. The rates for 2021-2022 are below. The guidelines and conditions listed below are required for continued participation in the Full Pass program at the studio.

Full Pass holders are entitled to use the online scheduling system to sign up for studio work times between the hours of 8 a.m. and 8 p.m. most days of the week. A few times a week there may be hours blocked for cleaning, classes or special events.

Using the studio without booking your visit online will result in forfeiture of your Full Pass privileges without refund of fees. Likewise, opening the studio to anyone other than an associate Full Pass holder, will result in forfeiture of the Pass without refund. Until further notice, proof of Covid19 vaccination is required before a Full Pass is issued and potters can begin working in the studio.

Clay and firing charges are not included in the quarterly fee. The use of in-stock glazes is included in the Full Pass fees.

Pass Holders are responsible for any damage to studio, equipment and/or tools and will be charged accordingly. Only trained and designated kiln masters may operate the kilns. This includes loading and unloading.

Pass Holders are responsible for their own materials, tools and clean up during and following their studio time. Each person is responsible for following the checklist posted at the close of their session so that the space is secure and left clean and ready for the next ceramic artist to use. All doors must be locked when Pass Holders are working in the studio and when they leave for any reason. No exceptions. For safety and security reasons, the studio is monitored remotely.

Please read them carefully and sign and date the agreement line below and then send the completed form to us at: [hoffmanclaystudio@gmail.com](mailto:hoffmanclaystudio@gmail.com) Once the quarterly payment, using check or cash, all Full Pass holders must complete an in-person orientation to the studio. Once the orientation has been completed, a unique, individual key code for the door entrance will be issued. This process takes at least 48 hours.

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I agree to the terms associated with being a Full Pass Holder with the Hoffman Clay Studio and understand that breaking the rules cited above will result in loss of my Full Pass and benefits of that pass without refund.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone / Text

**2021-2022 Rates**

1 Quarter. \$75.00; 2 Quarters (discounted). \$135.00; 3 Quarters (discounted) \$210.00. 4 Quarters (best buy). \$280.00